

Position Requirements Document Cover Sheet**Position Number: 13219****Classification:** Project Management Specialist, NH-301-II**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, Florida**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Manager Instrumentation, Targets and Threat Simulators (PM ITTS)3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Jerome Sirmans**Title:** Deputy Project Manager**Signature:** //S// **Date:** 12 Oct 04**Higher Supervisor or Manager:** Stephen L. Rust, COL**Title:** Project Manager**Signature:** //S// Jerome Sirmans for **Date:** 12 Oct 04

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Michael Lozano**Title:** Human Resource Specialist**Signature:** //S// **Date:** 20 Oct 04**FLSA:** Exempt**Drug Test:** No**Key Position:** No**Sensitivity:** NCS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:** A**Acq Career Level:** 2**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial☐ Supervisor ☐ Manager**Citation 1:** USOPM PCS for GS-0301 Series, TS-34, Jan 79**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 7777 **CL:** 1103**Emergency Ess:** No**OPM Functions Code:****Status:** Competitive**Subject to IA:** No**Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:**☒ Confidential Financial☒ Neither

Acquisition Workforce Demo Project Position Requirements Document

I. Organization information:

Position is located in the Project Manager Instrumentation, Targets and Threat Simulators (PM ITTS), Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Project Management Specialist, NH-0301-II

III. Duties:

Performs analytical duties related to the project management office. Duties include taskings by PM ITTS, PEO-STRI, and numerous external customers/users which may entail extensive research in order to satisfy the tasking and meet mission requirements. Researches/interprets the requirements of assignments and coordinates with the three management offices comprising PM ITTS. Considers/analyzes input and prepares consolidated PM ITTS input for senior level review.

Analyzes manpower requirements in conjunction with funding requirements, maintenance of Table of Distribution and Allowances (TDA), Program Budget Guidance (PBG), Work Year and End Strength authorizations and execution. Evaluates civilian and military strength levels. Reviews proposed recruit actions with a focus on organization structure, authorizations, and funding sources. Monitors and analyzes the PEO STRI staffing plan.

Conducts program management activities, such as the implementation and reviews of requisite program documentation, i.e., documented Acquisition Strategies; Acquisition Program Baselines (APB) covering the program's cost, schedule, and performance parameters; applicable Milestone Decision Reviews; in-process reviews.

Researches governing requirements and all pertinent regulations to ensure compliance with requirements governing program management documentation. Informs the Project Manager and Project Directors on changing regulation guidance and requirements relating to the requirements in maintaining program documentation. Keeps abreast of changes in DOD acquisition management policy and procedures affecting programs within PM ITTS and advises the PM of impacts to planned and/or on-going acquisition efforts. Assists in preparing programmatic reports, justifications, etc. to any higher authority.

Serves as the PM ITTS representative on PEO STRI-level Integrated Product Teams (IPTs) for such purposes as writing Standard Operating Procedures, writing PEO STRI policies and guidelines, establishing/maintaining PEO STRI's website and its content, and contributing to the preparation of numerous PEO STRI-level briefings, presentations, training sessions, etc., and other PEO STRI activities that require an in-depth knowledge of PEO STRI's overall mission and responsibilities. Participates on special PEO STRI-level teams, i.e., Source Selection Teams, PEO STRI Manpower Studies and Reviews, etc., in which full-time participation could be required for 3-6 months. Performs other duties as assigned.

IV Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately. Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. – Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately. Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

Security Clearance and Travel Requirements:

Must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft,

V. Staffing KSA's

Knowledge of the organizational and functional responsibilities and operations of the employing organization.

Knowledge of policies and regulations governing manpower and human resource management.

Knowledge of the DOD Planning, Programming Budgeting and Execution System (PPBES) and its relationship to systems acquisition/program management activities.

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

Knowledge of the principles and policies governing systems acquisition management and program/project management activities within DOD

Knowledge of principles and practices of project systems engineering, management science techniques, logistics management life-cycle support, as these functional activities affect program/project management support duties.

Skill in analyzing resource needs, organizational structuring and interfaces.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to plan and execute multi-faceted projects and/or studies within established financial and time constraints

Ability to interpret and apply rules, regulations, and procedures

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to advise others

Ability to communicate orally and in writing